



CALIFORNIA DEPARTMENT OF

Mental Health

1600 9th Street, Sacramento, CA 95814
(916) 654-3551

April 28, 2004

TO: All County Mental Health Directors

SUBJECT: Update to Children's System of Care/Interagency Enrollee-Based Program (CSOC/IEBP) Scope of Work Plan and Budget Instructions for Fiscal Year 2003-2004.

The 'Special Instructions - Accountability/Evaluation' section of the "Department of Mental Health (DMH) CSOC/IEBP Work Plan, Budget and Narrative for FY 2003/04" indicated that 'future notification from DMH would detail the specifics of the CSOC-IEBP evaluation requirements.' This letter is an update detailing the specific data required by DMH regarding the CSOC/IEBP evaluation.

By September 30, 2004, each CSOC funded county that receives federal SAMHSA and/or state general funds should report a roster of all children and youth enrolled in the CSOC program for any part of FY 2003-04. To accomplish this task, DMH has designed an on-line data form for capturing the following information for each enrollee.

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|-------------------------------|--|
| 1. County Number | 5. Date of Birth |
| 2. County Client ID Number | 6. Gender |
| 3. Child / Youth's First Name | 7. Date of CSOC Enrollment |
| 4. Child / Youth's Last Name | 8. Date of Disenrollment , if applicable |

An on-line data entry form will be available by July 1, 2004. You will be notified shortly regarding specific instructions for obtaining a user ID and password for entering information over the web.

As a reminder, DMH is also requiring that counties submit an annual report by December 15, 2004, summarizing major CSOC program accomplishments. Please note that this requirement is separate from the roster information (specified above). A detailed discussion of the annual report can be found in the "Department of Mental Health (DMH) CSOC/IEBP Work Plan, Budget and Narrative for FY 2003/04 – Annual Report Instructions." Questions regarding the annual CSOC/IEBP report may be directed to James Queirola at (916) 653-7988, or JQueirola@dmhhq.state.ca.us.

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For questions related to the CSOC/IEBP data entry, please contact Brenda Golladay at (916) 654-3291, bgollada@dmhhq.state.ca.us, or Traci Fujita at (916) 653-3300, tfujita@dmhhq.state.ca.us.

Many thanks to all those who have helped in this process.

Sincerely,

Original signed by

CAROL HOOD
Deputy Director

Cc: County Mental Health Children's Program Manager